



FINANCE/ADMINISTRATIVE OFFICER

Competition number NCCFA0053019

The NunatuKavut Community Council (NCC) is seeking applications for a Financial/Administrative Officer position at our head office in Happy Valley-Goose Bay, Labrador. This individual will be responsible for submitting monthly reports to the Manager of Finance, making accurate monthly remittances, recording entries to the general ledger as well as processing payable cheques, providing assistance with annual audit working papers, ensuring timely and accurate invoice payments, generating purchase orders, assisting with administrative tasks related to membership applications and other administrative duties.

This is a 60/40 split position between Finance Department and Membership/Administration.

NunatuKavut means “our ancient land” and refers to the territory of Inuit who belong to south and central Labrador. NCC is a rights-based governing body that represents NunatuKavut Inuit. We are a dynamic, fast-paced and growing team that strives to meet the priorities, interests and needs of our people. Our governing vision demonstrates commitment to community and culture as we seek “to govern ourselves, providing and caring for one another, our families and our communities while nurturing our relationship with our lands and waters.” We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability and teamwork.

Roles and Responsibilities

- Monitor and maintain financial systems
- Responsible for payables and receivables
- Generate purchase orders
- Invoice input and data entry
- Maintain efficient records
- Monitor budgets and provide reports as requested
- Prepare financial claims and statements at managers direction.
- Assist with monthly, quarterly and annual reports to Nunatukavut Community Council
- Assist with membership applications and card renewals
- File maintenance and management
- Other duties as required

Skills and Qualifications

The ideal candidate should possess the following skills or competencies:

- Must have experience in Simply accounting and Excel
- Strong communication and organization skills.
- Experience working with indigenous groups is an asset.
- Work well independently and with people.
- Demonstrated organizational, interpersonal and analytical skills.
- Must be a team player.
- Valid driver’s license.
- *Preference may be given to qualified members of NunatuKavut Community Council.*

Successful completion of post-secondary education in business administration, commerce, accounting or other relevant program; or two to five years related experience and/or training; or equivalent combination of education and experience. Salary will be determined according to the NCC pay scale.

How to Apply

Please submit resume, listing three references, and cover letter (stating competition number) to:

Maryjane Dyson
Manager, Human Resources
NunatuKavut Community Council
Email: mjdyson@nunatukavut.ca
In Person: 200 Kelland Drive, Happy Valley-Goose Bay, Labrador

Deadline to apply: June 14, 2019

Only those selected for an interview will be contacted.